



**Department of Health and Human Services  
Health Resources and Services Administration  
Announces a Senior Executive Service Vacancy**



**SELECTEE, IF NOT PRESENTLY SES, MUST SERVE  
A ONE YEAR PROBATIONARY PERIOD**

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**POSITION:** Associate Administrator, Bureau of Primary Health Care

**SERIES:** This is an interdisciplinary position. The position may be filled in the Medical Officer Series (ES-602); Nurse Officer Series (ES-610); Dental Officer Series (ES-680); or Public Health Program Specialist Series (ES-685).

**ANNOUNCEMENT #:** HRSA-ES-01-02  
*(Amended to clarify mandatory qualification requirements and extend closing date)*

**OPENING DATE:** December 20, 2001

**CLOSING DATE:** February 1, 2002  
(Application material must be **received** by the closing date)

**SALARY RANGE:** \$125,972 to \$138,200 (includes locality pay)

**ORGANIZATION:** Department of Health and Human Services  
Health Resources and Services Administration (HRSA)  
Bureau of Primary Health Care (BPHC)

**LOCATION:** Bethesda, Maryland

**AREA OF CONSIDERATION:** Applications will be accepted from all qualified individuals.

**Exceptional recruiting difficulty may result in payment of a recruitment or relocation bonus. Relocation expenses may be paid.**

**This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Wendy Ponton at 301-443-2479. The decision on granting reasonable accommodation will be on a case-by-case basis.**

**DUTIES AND RESPONSIBILITIES**

The Bureau of Primary Health Care (BPHC) assures that underserved and vulnerable people get the health care they need. BPHC is one of four Bureaus of the [Health Resources and Services Administration](#), an agency in the [Department of Health and Human Services](#). The Bureau serves as a national focus for the development of primary health care delivery capacity, primarily through grant programs, to community and migrant health centers.

The Associate Administrator will:

- provide executive leadership and direction to Bureau staff in the determination, development, promulgation and evaluation of policies and procedures for Bureau programs;
- select key professional staff necessary for the administration of Bureau programs;
- provide executive direction to staff in the determination and definition of long-range operating and management objectives, including coordinating the activities of the Bureau's Divisions and Offices;

**DUTIES AND RESPONSIBILITIES (continued)**

- review and continuously evaluate results achieved by the Bureau's Divisions and Offices;
- provide policy guidance on the formulation of budget requests and justifications for Bureau programs;
- provide support to the Administrator of HRSA in the presentation of budget and program information within the Executive Branch and to Congress; and
- represent the Administrator, in meetings and conferences with HRSA, Departmental officials; and with representatives of State and local agencies and public and private organizations.

**COMPETITIVE REQUIREMENTS:**

Candidates must have had experience at the senior level (GS-15 or equivalent) and/or education that meets the mandatory qualification requirements for at least one of the occupational series listed below:

**(A) Mandatory Professional/Technical Qualifications for Medical Officer Series (ES-602):**

1. Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation. [A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG) (or a fifth pathway certificate for Americans who completed premedical education in the United States and graduate education in a foreign country).]
2. Experience providing advice and assistance to State and local governments, and to various public, nonprofit, and private agencies and organizations on matters relating to the improvement of their public health activities.
3. Substantial knowledge of health services delivery issues and the ability to apply this knowledge in planning, implementing and evaluating broad public health programs.
4. Ability to manage a large organization.
5. Ability to establish and maintain effective relationships with high-level officials of Federal, State and local agencies, voluntary and private entities, national/international health-related organizations, etc.
6. Ability to effectively supervise a large budget and workforce ensuring the timely completion of strategic initiatives with high quality results.

**OR**

**Mandatory Professional/Technical Qualifications for Nursing Series (ES-610):**

1. Degree or diploma from a professional nursing program approved by the legally designated State-accrediting agency at the time the program was completed by the applicant. Must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.
2. Experience providing advice and assistance to State and local governments, and to various public, nonprofit, and private agencies and organizations on matters relating to the improvement of their public health activities.
3. Substantial knowledge of health services delivery issues and the ability to apply this knowledge in planning, implementing and evaluating broad public health programs.
4. Ability to manage a large organization.
5. Ability to establish and maintain effective relationships with high-level officials of Federal, State and local agencies, voluntary and private entities, national/international health-related organizations, etc.

6. Ability to effectively supervise a large budget and workforce ensuring the timely completion of strategic initiatives with high quality results.

**OR**

**Mandatory Professional/Technical Qualifications for Dental Officer Series (ES-680):**

1. Degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA-approved school. Must be currently licensed to practice dentistry in a State, the District of Columbia, or Puerto Rico.
2. Experience providing advice and assistance to State and local governments, and to various public, nonprofit, and private agencies and organizations on matters relating to the improvement of their public health activities.
3. Substantial knowledge of health services delivery issues and the ability to apply this knowledge in planning, implementing and evaluating broad public health programs.
4. Ability to manage a large organization.
5. Ability to establish and maintain effective relationships with high-level officials of Federal, State and local agencies, voluntary and private entities, national/international health-related organizations, etc.
6. Ability to effectively supervise a large budget and workforce ensuring the timely completion of strategic initiatives with high quality results.

**OR**

**Mandatory Professional/Technical Qualifications for Public Health Program Specialist Series (ES-685):**

1. Experience providing advice and assistance to State and local governments, and to various public, nonprofit, and private agencies and organizations on matters relating to the improvement of their public health activities.
2. Substantial knowledge of health services delivery issues and the ability to apply this knowledge in planning, implementing and evaluating broad public health programs.
3. Ability to manage a large organization.
4. Ability to establish and maintain effective relationships with high-level officials of Federal, State and local agencies, voluntary and private entities, national/international health-related organizations, etc.
5. Ability to effectively supervise a large budget and workforce ensuring the timely completion of strategic initiatives with high quality results.

(B) **Mandatory Executive Core Qualifications (ECQs):** Candidates must submit a separate narrative response for each of the five executive core qualifications (ECQs) identified below and must cite specific examples in support of their response. For assistance on writing effective ECQ statements, refer to [www.opm.gov/ses/ecq.html](http://www.opm.gov/ses/ecq.html).

1. **Leading Change:** The ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People:** The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
3. **Results Driven:** Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen:** The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communications:** The ability to explain, advocate and express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

(C) **Desirable Qualifications:**

It is desirable that candidates have:

1. Experiencing advocating programs that provide health care services to medically underserved and disadvantaged populations.
2. Significant formal training pertinent to HRSA's mission such as a Ph.D., M.P.H., or other graduate/professional degree from an accredited institution.
3. Substantial experience in managing a health services delivery program of considerable scope and complexity involving extensive program planning and analysis and dealing with outside groups.
4. Experience that provided knowledge of the operation of programs that administers health-related grants.
5. Recognition for outstanding performance and/or receipt of awards or other honors for outstanding contributions to a field pertinent to the work of HRSA.

#### **EVALUATION METHOD:**

All applicants must meet the [Mandatory Technical Qualifications](#) and the [Mandatory Executive Core Qualifications](#) to be eligible for further consideration, and must provide detailed evidence of possession of each of the experience, knowledge, skill, ability and other personal characteristics requirements and show how and when they were used. This evidence must include clear, concise examples that show level of accomplishments and degree of responsibility. Applications will be reviewed to determine if applicants meet the mandatory qualifications. A panel of Senior Executive Service (SES) and equivalent executives will conduct rating and ranking to determine the highly qualified candidates. The recommending official recommends to the selecting official the applicants believed to be the best qualified for the position based on interviews, references and/or assessment of materials submitted by the applicant.

#### **HOW TO APPLY:**

Applicants are required to submit: (1) a resume, curriculum vitae, [Application for Federal Employment \(OF-612\)](#), or

former Application for Federal Employment (SF-171), which addresses the requirements indicated in the announcement; (2) a narrative statement that addresses the [Mandatory Technical Qualifications](#); (3) a narrative statement that address the each of the five (5) [Executive Core Qualifications](#) (ECQs). Current members of the career SES, former career SES members with certification of their executive qualifications, and SES Career Development Program Graduates from the Office of Personnel Management's Executive Qualifications Review Board need not address the ECQs, but do need to cite examples for the Mandatory Technical Qualifications

Candidates should submit a narrative statement on a separate page with specific responses to the [Desirable Qualification](#) in this announcement. Failure to submit your narrative response to the [Desirable Qualifications](#) for this job may negatively affect your eligibility and/or rating for this position.

All application must be sent to the address below:

HRSA Office of Human Resources and Development  
Room 14A43, Parklawn Building  
5600 Fishers Lane  
Rockville, Maryland 20857  
Attention: Wendy Ponton

Further information regarding this vacancy may be obtained by calling Ms. Ponton at 301-443-2479.

PHS Commissioned Officers interested in performing the duties of the position within the Commissioned Corps may submit a curriculum vita or resume to the above address. Work experience, education, etc., must be described to clearly show that the mandatory qualifications required for the position are met.

A one-year probationary period must be served by the individual selected if not currently or previously in the career Senior Executive Service.

All application forms are subject to the provisions of the privacy act and become the property of DHHS.

**SELECTION FOR THIS POSITION WILL BE BASED SOLELY ON MERIT, WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, DISABILITY, AGE, SEXUAL ORIENTATION OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.**

**\*\*HRSA IS AN EQUAL OPPORTUNITY EMPLOYER\*\***